

## SCAO-Approved Court Forms – New and Revised

The following SCAO-Approved court forms were distributed to courts and printers in June 2012. You can purchase copies of these forms from a number of printers or software companies or from publishers such as Thomson/West that contain reproductions of all SCAO-Approved forms (see <http://courts.michigan.gov/scao/courtforms/formprinters.pdf>). Thomson/West publications are supplemented biannually, including advance sheets. You can also obtain copies of these forms at <http://courts.michigan.gov/scao/courtforms>. A complete set of forms is also included in the Institute of Continuing Legal Education Partnership resources at <http://www.icle.org/>.

The following forms contain a revision date of 3/12 unless noted otherwise. Previous versions of these forms can be used until stock is depleted except as noted. Below are the form titles.

### **District Court Forms**

DC 101, Forfeiture Notice, Land Contract

DC 104, Summons, Landlord-Tenant/Land Contract

DC 213, Advice of Rights and Plea Information

DC 225, Complaint, Misdemeanor

### **Circuit Court Forms**

CC 219b, Judgment of Sentence

CC 376, Personal Protection Order (Domestic Relationship)

CC 376M, Personal Protection Order against a Minor (Domestic Relationship)

CC 379, Motion to Modify, Extend, or Terminate Personal Protection Order

CC 380, Personal Protection Order (Nondomestic)

CC 380M, Personal Protection Order against a Minor (Nondomestic)

CC 382a, Order after Hearing on Show Cause for Violating Valid Personal/Foreign Protection Order

CC 384, Order after Hearing on Violation of Valid Personal/Foreign Protection Order

CC 396, Personal Protection Order (Nondomestic Sexual Assault)

CC 396M, Personal Protection Order against a Minor (Nondomestic Sexual Assault)

SCAO-Approved Court Forms – New and Revised (continued)

**Michigan Court Forms**

MC 06, Notice to Appear

MC 12, Request and Writ for Garnishment (Periodic) – EXISTING STOCK CAN BE USED UNTIL 12/31/12

MC 13, Request and Writ for Garnishment (Nonperiodic) – EXISTING STOCK CAN BE USED UNTIL 12/31/12

MC 31, Case Evaluation Notice

MC 52, Request and Writ for Garnishment (Income Tax Refund/Credit) – EXISTING STOCK CAN BE USED UNTIL 12/31/12

MC 200, Information, Felony

MC 203, Writ of Habeas Corpus

MC 230, Motion and/or Order to Show Cause

MC 264, Order of Disqualification/Reassignment

MC 280, Mediation Status Report

MC 281a, Civil Mediator Application

MC 321a, Juror Qualification Questionnaire

MC 399, Motion to Set Aside Forfeiture and Discharge of Bond and Notice of Hearing – New form

MC 399a, Order on Motion to Set Aside Forfeiture and Discharge of Bond – New form

**Friend of the Court Forms**

FOC 2, Motion and Order to Show Cause for Contempt (Support)

FOC 6, Enforcement Order

FOC 10/52, Uniform Child Support Order – EFFECTIVE 12/10/12; MANDATORY USE 1/1/13; EXISTING STOCK CAN BE USED UNTIL 12/31/12

FOC 10a/52a, Uniform Child Support Order, No Friend of the Court Services – EFFECTIVE 12/10/12; MANDATORY USE 1/1/13; EXISTING STOCK CAN BE USED UNTIL 12/31/12

**Friend of the Court Forms (continued)**

FOC 10b, Uniform Spousal Support Order – EFFECTIVE 12/10/12; MANDATORY USE 1/1/13; EXISTING STOCK CAN BE USED UNTIL 12/31/12

FOC 10c, Uniform Spousal Support Order, No Friend of the Court Services – EFFECTIVE 12/10/12; MANDATORY USE 1/1/13; EXISTING STOCK CAN BE USED UNTIL 12/31/12

FOC 13, Request for Health-Care Expense Payment

FOC 22, Employer's Disclosure of Income and Health Insurance Information

FOC 22a, Employer's Disclosure of Health Insurance Information

FOC 23, Verified Statement and Application for IV-D Services

FOC 39, Friend of the Court Case Questionnaire

FOC 50, Motion Regarding Support

FOC 52, Uniform Child Support Order – Instructions – EXISTING STOCK CAN BE USED UNTIL 12/31/12

FOC 56, Referee Findings and Recommendation for Order after Hearing on Bench Warrant/Show Cause (Support)

FOC 58, Order after Hearing on Alleged Custody/Parenting Time Violation

FOC 65, Motion Regarding Parenting Time

FOC 66, Response to Motion Regarding Parenting Time

FOC 89, Uniform Child Support Order and Order Regarding Custody and Parenting Time – EXISTING STOCK CAN BE USED UNTIL 12/31/12

FOC 100, Domestic Relations Judgment Information

FOC 102, Order Exempting Case from Friend of the Court Services

FOC 119, Notice to Withhold Income for Fees and Costs

## **CHANGES TO DISTRICT COURT FORMS BY SCAO**

### **DC 101      Forfeiture Notice, Land Contract**

Changed item 1, line 4, to say “Address or legal description of premises” and added more space for this information, deleted item 6 (regarding legal description of property) and incorporated the information into item 1, removed notarization from proof of service, and added citations to MCL 600.5728 and MCL 600.5730 at bottom.

### **DC 104      Summons, Landlord-Tenant/Land Contract**

Added standard proof of service fee box on page 3.

**CHANGES TO DISTRICT COURT FORMS BY  
MICHIGAN COURT FORMS COMMITTEE**

**DC 213      Advice of Rights and Plea Information**

Deleted old item 10, removed all information on back of the form, revised language in new item 10 (added reference to court rule), added note to bottom of form regarding version of form available for arrests on or before 10/1/03 (this old version of the form will no longer be maintained on the SCAO website, so the note will provide the courts guidance), moved language in old item 12 (regarding special accommodations) to top of form as new item 1 and renumbered all remaining items accordingly.

**DC 225      Complaint, Misdemeanor**

Inserted check box on the complaint before “The complaining witness asks that defendant be apprehended and dealt with according to law,” and revised/redesigned the language at the bottom of the warrant (“THEREFORE, IN THE NAME OF ...”).

## **CHANGES TO CIRCUIT COURT FORMS BY SCAO**

**CC 382a      Order after Hearing on Show Cause for Violating Valid Personal/Foreign Protection Order**

Corrected spelling of “fingerprint” at bottom (under “To the Clerk of the Court”).

**CC 384      Order after Hearing on Violation of Valid Personal/Foreign Protection Order**

Corrected spelling of “fingerprint” at bottom (under “To the Clerk of the Court”).

**CHANGES TO CIRCUIT COURT FORMS BY  
MICHIGAN COURT FORMS COMMITTEE**

**CC 219b      Judgment of Sentence**

Added a column for “days” underneath the “Maximum” section in item 7.

**CC 376      Personal Protection Order (Domestic Relationship)**

Added “IT IS ORDERED” before item 5 (removed one line from the masthead to accommodate), inserted new check box item 5.k. for “other:” and added “The race, sex, and date of birth are required for law enforcement to enter an order on the Law Enforcement Information Network (LEIN)” in instructions.

**CC 376M      Personal Protection Order against a Minor (Domestic Relationship)**

Added “The race, sex, and date of birth are required for law enforcement to enter an order on the Law Enforcement Information Network (LEIN)” in the instructions and corrected citation to MCL 712A.2(h) at bottom.

**CC 379      Motion to Modify, Extend, or Terminate Personal Protection Order**

Revised instruction (“Explain why you want ...”) underneath item 2 to reflect an amendment to MCR 3.707, effective January 1, 2012 which requires that good cause must be shown (a) if the order was issued after a full hearing or (b) if more than 14 days has passed since an ex parte order was issued.

**CC 380      Personal Protection Order (Nondomestic)**

Added “The race, sex, and date of birth are required for law enforcement to enter an order on the Law Enforcement Information Network (LEIN)” in instructions.

**CC 380M      Personal Protection Order against a Minor (Nondomestic)**

Added “The race, sex, and date of birth are required for law enforcement to enter an order on the Law Enforcement Information Network (LEIN)” in instructions.

**CC 396      Personal Protection Order (Nondomestic Sexual Assault)**

Added “The race, sex, and date of birth are required for law enforcement to enter an order on the Law Enforcement Information Network (LEIN)” in instructions.

**CC 396M      Personal Protection Order against a Minor (Nondomestic Sexual Assault)**

Added “The race, sex, and date of birth are required for law enforcement to enter an order on the Law Enforcement Information Network (LEIN)” in instructions.

## **CHANGES TO MICHIGAN COURT FORMS BY SCAO**

### **MC 264      Order of Disqualification/Reassignment**

Added citation to case in item 2, modified language in item 3 (per state court administrator, regional administrators, and TCS analysts), and changed title in box on page 2 from “Chief Judge Disqualification And Request For Referral to SCAO” to “Request For Referral To SCAO” (per regional administrators).

### **MC 281a      Civil Mediator Application**

Revised language in item 8.b., third checkbox (deleted “... observation, or role playing ... for more than ... before applying”).

### **MC 321a      Juror Qualification Questionnaire**

Added citation to MCL 600.1313 at bottom.



**CHANGES TO MICHIGAN COURT FORMS BY  
MICHIGAN COURT FORMS COMMITTEE**

**MC 06            Notice to Appear**

Form completely redesigned for clarity and accuracy (signature line removed from notice section, added new item 6 at bottom regarding fines, costs, and other financial obligations, changed “he/she” in item 5 to “he or she,” moved field for officer’s name to left side (under entitlement boxes), and moved “OFFENSE:” to top right of form in “CASE NO.” box).

**MC 12            Request and Writ for Garnishment (Periodic)**

Revised distribution at top for privacy reasons (so only garnishee gets Part 1 with social security numbers visible on it) and changed third sentence in item 2 to say, “The total amount of postjudgment payments made and credits to date is \$\_\_\_\_\_.”

**MC 13            Request and Writ for Garnishment (Nonperiodic)**

Revised distribution at top (so only garnishee gets Part 1 with social security numbers on it) and changed third sentence in item 2 to say, “The total amount of postjudgment payments made and credits to date is \$\_\_\_\_\_.”

**MC 31            Case Evaluation Notice**

Revised language in “Responsibilities” section (back of form) to comply with amendment of MCR 2.403, effective May 1, 2012, and applied standard certificate of mailing language and standard accommodations language.

**MC 52            Request and Writ for Garnishment (Income Tax Refund/Credit)**

Revised distribution at top (so only garnishee gets Part 1 with social security numbers on it), changed “mailed” in gray box at top to “mail” (so it’s grammatically correct and consistent with other garnishment forms), added citation to MCL 600.4061 at bottom of form, and changed third line in item 2 to say, “The total amount of postjudgment payments made and credits to date is \$\_\_\_\_\_.”

**MC 200          Felony Set**

Inserted check box on complaint before “The complaining witness asks that defendant be apprehended and dealt with according to law,” and revised/redesigned language at bottom of warrant (“THEREFORE, IN THE NAME OF ...”).

**MC 203          Writ of Habeas Corpus**

Added a date and time field in item 4.

**CHANGES TO MICHIGAN COURT FORMS BY  
MICHIGAN COURT FORMS COMMITTEE (continued)**

**MC 230      Motion and/or Order to Show Cause**

Redesigned items 2 and 5 for accuracy and clarity, inserted “and/or” in form title and changed reference to “motion and order” throughout to “motion and/or order” (e.g., proof of service, certificate of mailing), added citation to MCR 2.107 at bottom, removed MCR 2.105 from bottom of proof of service/certificate of mailing, changed caption underneath signature line in certificate of mailing from “Deputy clerk” to “Signature,” and deleted “For use by the court clerk only when the motion is initiated by the court” from certificate of mailing.

**MC 280      Mediation Status Report**

Added space in item 3.a. for name of person who filed documents.

**MC 399      Motion to Set Aside Forfeiture and Discharge of Bond and Notice of Hearing**

New form.

**MC 399a      Order on Motion to Set Aside Forfeiture and Discharge of Bond**

New form.

## **CHANGES TO FRIEND OF THE COURT FORMS BY SCAO**

- FOC 2      Motion and Order to Show Cause for Contempt (Support)**
- Added citation to MCL 552.626 and deleted incorrect citations to MCL 552.625a and 552.626a.
- FOC 13      Request for Health-Care Expense Payment**
- Added boxes at top of page 2 for “Plaintiff,” “Defendant,” and “Case No.”
- FOC 22a      Employer’s Disclosure of Health Insurance Information**
- Added “Group no.” to items 8, 9, and 10, changed language before item 8 to say “Skip items 8, 9, and 10 if insurance is **not** available to employee” (to be consistent with committee’s similar change on FOC 22), and corrected spelling of “necessary” in box on back page.
- FOC 23      Verified Statement and Application for IV-D Services**
- Added “Group no.” in item 42.
- FOC 39      Friend of the Court Case Questionnaire**
- Added “Group no.” in items 48, 49, 50, 87, 88, and 89.
- FOC 50      Motion Regarding Support**
- Deleted incorrect citation to MCL 552.514 and added citations to MCL 552.517b(8) and MCL 552.519(3)(k)(i).
- FOC 56      Referee Findings and Recommendation for Order after Hearing on Bench Warrant/Show Cause**
- Changed “Confinement/Medical Expenses” in item 6.d to “Pregnancy and/or Birth Expenses” (language used in statute).
- FOC 100      Domestic Relations Judgment Information**
- Added “Group no.” to insurance coverage charts.
- FOC 102      Order Exempting Case from Friend of the Court Services**
- Deleted last sentence in item 14.f. (“An order entry fee may be assessed.”) because the FOCB has determined it is inaccurate.

**CHANGES TO FRIEND OF THE COURT FORMS BY  
MICHIGAN COURT FORMS COMMITTEE**

**FOC 6        Support Enforcement Order**

Changed title to “Support Enforcement Order,” added new item 7, and renumbered all remaining items accordingly.

**FOC 10/52    Uniform Child Support Order**

Removed “☐ on consent of the parties” at beginning and revised prior check box to say “☐ on stipulation/consent of the parties,” added “... and annual overnights with payer:” to second line of item 3 grid, deleted information regarding overnights in item 3 on page 2, moved item 12 from page 3 to page 2, and revised language in item 13 regarding “Prior Orders” (for accuracy and clarity).

**FOC 10a/52a Uniform Child Support Order, No Friend of the Court Services**

Removed “☐ on consent of the parties” at beginning and revised prior check box to say “☐ on stipulation/consent of the parties,” added “... and annual overnights with payer:” to second line of item 2 grid, and revised language in item 9 regarding “Prior Orders” (for accuracy and clarity).

**FOC 10b        Uniform Spousal Support Order**

Added check boxes for “ex parte,” “temporary” and “final” in form title, removed “☐ on consent of the parties” at beginning and revised prior check box to say “☐ on stipulation/consent of the parties,” and revised language in item 9 regarding “Prior Orders” (for accuracy and clarity).

**FOC 10c        Uniform Spousal Support Order, No Friend of the Court Services**

Added check boxes for “ex parte,” “temporary” and “final” in form title, removed “☐ on consent of the parties” at beginning and revised prior check box to say “☐ on stipulation/consent of the parties,” and revised language in item 7 regarding “Prior Orders” (for accuracy and clarity).

**FOC 22        Employer’s Disclosure of Income and Health Insurance Information**

Revised language before item 7 to say, “Skip items 7, 8, and 9 if insurance is not available to employee” and added “Group no.” in items 7, 8, and 9 (to be consistent with SCAO’s change on FOC 22a), and corrected spelling of “necessary” in box on back page.

**FOC 52        Uniform Child Support Order – Instructions**

Added (in bold) “Note that the most recent support order supersedes all prior orders regarding support and that all continuing support provisions must be restated in the most recent order” on page 6 of the instructions (paragraph 5).

- FOC 58      Order after Hearing on Alleged Custody/Parenting Time Violation**
- Redesigned form to resemble FOC 6 and changed all references to “defendant” throughout to “respondent” (item 1, 3, 4, 5, 6, 10, 11, 12, 13, 15, 16).
- FOC 65      Motion Regarding Parenting Time**
- Added “If a change in parenting time will affect the support obligation, you may file a Motion Regarding Support (FOC 50)” in instructions (page 6, item G).
- FOC 66      Response to Motion Regarding Parenting Time**
- Added “A change in parenting time may affect the support obligation if a Motion Regarding Support (FOC 50) is filed” in instructions (page 6, item E).
- FOC 89      Uniform Child Support Order and Order Regarding Custody and Parenting Time**
- Added (in bold) “Note that the most recent support order supersedes all prior orders regarding support and that all continuing support provisions must be restated in the most recent order” on page 6 of the instructions (after section E).
- FOC 119      Notice to Withhold Income for Fees and Costs**
- Added “... and is in addition to any withholdings ordered for support” to last sentence in box at top right of form and revised language in item 2 to include check box options for where payment should be sent (☐ Friend of the Court   ☐ Circuit court clerk).